

# SELF-ASSESSMENT GUIDE

## *For Adult Residential Facilities*

*All licensees of Adult Residential Facilities (ARFs) licensed by the California Department of Social Services, Community Care Licensing Division (CCLD) must comply with law in the Community Care Facilities Act (Health and Safety Code Sections 1500 through 1567.87) and the regulations in Title 22 of the California Code of Regulations (Title 22, CCR), Division 6, Chapters 1 and 6. Where stated in these laws and regulations, ARFs must comply with other laws and regulations in addition to the Health and Safety Code (HSC) and Title 22, CCR.*

This guide is designed to help licensees perform periodic self-assessments of their facility's operation to identify areas needing attention and make corrections accordingly. This guide contains some of the most common problem areas found by Licensing Program Analysts (LPAs) during their facility evaluation inspections. Licensees are encouraged to carefully review each area and check either "Met" or "Not Met" as it applies to the facility being assessed. This guide is not an exhaustive listing of the licensing regulations specific to ARFs and is not a substitute for having a working knowledge of applicable laws and requirements of Title 22, CCR. An LPA performing an evaluation inspection may look at more than just the areas covered in this guide. Although the regulations cited in this guide are current as of the publication date of this guide, they are subject to change due to changes in the laws and regulations that affect ARFs.

Sections from laws and regulations particular to the most commonly cited deficiencies have been included for reference. Licensees should review the full text of the laws and regulations cited for a complete understanding of the requirements. The periodic use of this guide may help identify patterns of deficiencies or areas needing particular attention in the facility's operation or staff training that are usually detected over the course of time. This guide can also serve as a training tool to regularly review basic licensing requirements with staff. Licensees may use the final section of this guide to note areas that have historically proven problematic in their operation.

### **Fire Clearance/Fire Safety**

Met	Not Met	Law & Regulation
<input type="checkbox"/>	<input type="checkbox"/>	All facilities shall secure and maintain a fire clearance approved by the city or county fire department, the district providing fire protection services, or the State Fire Marshal (22 CCR 80020(a)). <i>Example:</i> Smoke detectors operate properly; fire extinguishers are properly charged.
<input type="checkbox"/>	<input type="checkbox"/>	Every facility licensed or certified pursuant to this chapter shall have one or more carbon monoxide detectors in the facility that meet the standards established in Chapter 8 (commencing with Section 13260) of Part 2 of Division 12. The department shall account for the presence of these detectors during inspections. (HSC 1503.2).

### Responsibility for Providing Care and Supervision

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall provide care and supervision as necessary to meet the client's needs (22 CCR 80078(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall provide those services identified in the client's needs and services plan as necessary to meet the client's needs (22 CCR 85078(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall provide for direct supervision of clients during participation in or presence at potentially dangerous activities or areas in the facility (22 CCR 80065(e)).

### Basic Services

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	For SSI/SSP recipients who are residents, the basic services shall be provided and/or made available at the basic rate with no additional charge to the resident (22 CCR 85060(a)).

### Personal Services

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Licensees shall provide necessary personal assistance and care, as indicated in the needs and services plan, with activities of daily living including but not limited to dressing, eating, and bathing (22 CCR 85077(a)).
<input type="checkbox"/>	<input type="checkbox"/>	Licensees shall provide basic laundry services, including washing and drying of clients' personal clothing (22 CCR 85077(b)).

### Personal Rights

No Issues or Concerns	Issues or Concerns Found	Regulation
		<i>Except for children's residential facilities, each client shall have personal rights which include, but are not limited to, the following (22 CCR 80072(a)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure that each client is accorded the personal rights as specified in this section and the applicable sections of chapters 2 through 7 (22 CCR 80072(d)).
<input type="checkbox"/>	<input type="checkbox"/>	To be accorded dignity in his/her personal relationships with staff and other persons (22 CCR 80072(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning (22 CCR 80072(a)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice (22 CCR 80072(a)(5)).

**Personal Rights** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs (22 CCR 80072(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	To be informed, and to have his/her authorized representative, if any, informed, by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency, and of information regarding confidentiality (22 CCR 80072(a)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	To leave or depart the facility at any time (22 CCR 80072(a)(6)).
<input type="checkbox"/>	<input type="checkbox"/>	Not to be locked in any room, building, or facility premises by day or night (22 CCR 80072(a)(7)).
<input type="checkbox"/>	<input type="checkbox"/>	Not to be placed in any restraining device . . . (22 CCR 80072(a)(8)).
<input type="checkbox"/>	<input type="checkbox"/>	To receive or reject medical care, or health-related services . . . (22 CCR 80072(a)(9)).
<input type="checkbox"/>	<input type="checkbox"/>	To be informed of the facility's policy concerning family visits and other communication with clients, as specified in Health and Safety Code section 1512 (22 CCR 80072(a)(10)).
<input type="checkbox"/>	<input type="checkbox"/>	At admission, a client and the client's authorized representative shall be personally advised of and given a list of the rights specified in Sections 80072(a)(1) through (10) and in the applicable Personal Rights sections of chapters 2 through 7 (22 CCR 80072(b)).
<input type="checkbox"/>	<input type="checkbox"/>	The information specified in (b) above including the visiting policy as stated in the admissions agreement shall be prominently posted in areas accessible to clients and their visitors (22 CCR 80072(c)).
		<i>In addition to Section 80072, the following shall apply (22 CCR 85072(a)). The licensee shall insure that each client is accorded the following personal rights (22 CCR 85072(b)).</i>
<input type="checkbox"/>	<input type="checkbox"/>	To visit the facility with his/her relatives or authorized representative prior to admission (22 CCR 85072(b)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	To have the facility inform his/her relatives and authorized representative, if any, of activities related to his/her care and supervision, including but not limited to notification of any modifications to the needs and services plan (22 CCR 85072(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	To have communications to the facility from his/her relatives or authorized representative answered promptly and completely (22 CCR 85072(b)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	To have visitors, including advocacy representatives, visit privately during waking hours, provided that such visitations do not infringe upon the rights of other clients (22 CCR 85072(b)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	To wear his/her own clothes (22 CCR 85072(b)(5)).
<input type="checkbox"/>	<input type="checkbox"/>	To possess and use his/her own personal items, including his/her own toilet articles (22 CCR 85072(b)(6)).
<input type="checkbox"/>	<input type="checkbox"/>	To possess and control his/her own cash resources (22 CCR 85072(b)(7)).
<input type="checkbox"/>	<input type="checkbox"/>	To have access to individual storage space for his/her private use (22 CCR 85072(b)(8)).
<input type="checkbox"/>	<input type="checkbox"/>	To have access to telephones in order to make and receive confidential calls, provided that such calls do not infringe upon the rights of other clients and do not restrict availability of the telephone during emergencies (22 CCR 85072(b)(9)).

**Personal Rights** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	To mail and receive unopened correspondence (22 CCR 85072(b)(10)).
<input type="checkbox"/>	<input type="checkbox"/>	To receive assistance in exercising the right to vote (22 CCR 85072(b)(11)).
<input type="checkbox"/>	<input type="checkbox"/>	To move from the facility in accordance with the terms of the Admission Agreement (22 CCR 85072(b)(12)).

**Admission Agreements**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall complete an individual written admission agreement with each client and the client's authorized representative, if any (22 CCR 80068(a)).
<input type="checkbox"/>	<input type="checkbox"/>	Admission agreements must specify the following: basic services; available optional services; payment provisions, including the following: <i>basic rate, optional services rates, payor, due date, frequency of payment</i> ; modification conditions, including requirement for provision of at least 30 calendar days prior written notice to the client or his/her authorized representative of any basic rate change; refund conditions; right of the licensing agency to perform the duties authorized in Section 80044(b) and (c); conditions under which the agreement may be terminated (22 CCR 80068(c)-(c)(7)).
		<i>In addition to Section 80068, the following shall apply. The admission agreement must specify the following. (22 CCR 85068(a)-(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Payment provisions, including the client's funding source (22 CCR 85068(b)(1)). Such disclosure shall be at the client's discretion (22 CCR 85068(b)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	General facility policies which are intended to ensure that no client, in the exercise of his/her personal rights, infringes upon the personal rights of any other client (22 CCR 85068(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	The current arrangement with the client regarding the provision of food service (22 CCR 85068(b)(3)). <i>Example:</i> Dietary restrictions, food allergies, food preferences, etc.

**Admission Procedures**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	No client may be admitted prior to a determination of the facility's ability to meet the needs of the client, which must include an appraisal of his/her individual service needs as specified in Sections 80068.2 and 85068.2 (22 CCR 85068.1(b)).
<input type="checkbox"/>	<input type="checkbox"/>	Prior to accepting a client for care and supervision, the person responsible for admissions shall: interview the prospective client, and his/her authorized representative, if any; the interview shall provide the prospective client with information about the facility, including the information contained in the Admission Agreement and any additional policies and procedures, house rules, and activities; develop a Needs and Services Plan as specified in Sections 80068.2 and 85068.2 (22 CCR 85068.1(c)-85068.1(c)(1)(A)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	The facility shall obtain the medical assessment, performed as specified in Section 80069 (22 CCR 85068.1(d)).

**Admission Procedures** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	If admission is agreed to, the facility shall obtain the signature of the client, or his/her authorized representative, if any, on the Admission Agreement (22 CCR 85068.1(e)).

**Mental Health Intake Assessment**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	In order to determine his/her ability to provide the services needed by a client with mental illness, the licensee of an ARF shall ensure that a written intake assessment is prepared as required by Health and Safety Code Section 1562.6(a) (22 CCR 85069.3(a)).

**Needs and Services Plan**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Prior to admission, the licensee shall determine whether the facility's program can meet the prospective client's service needs (22 CCR 85068.2(a)).
		<i>If the client is to be admitted, then prior to admission, the licensee shall complete a written Needs and Services Plan, which shall include (22 CCR 85068.2(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	The client's desires and background, obtained from the client's family or his/her authorized representative, if any, and licensed professional, where appropriate, regarding the following: entrance to the facility; specific service needs, if any; the written medical assessment specified in Section 80069; mental and emotional functioning; the written mental health intake assessment, if any, specified in Section 85069.3; the written functional capabilities assessment specified in Section 80069.2; facility plans for providing services to meet the individual needs identified above (22 CCR 85068.2(b)(1)-85068.2(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	If the client has a restricted health condition specified in Section 80092, the Needs and Services Plan must include the Restricted Health Condition Care Plan specified in Section 80092.2 (22 CCR 85068.2(c)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall involve the following persons in the development of the Needs and Services Plan: the client, or his/her authorized representative, if any; any relative participating in the placement; the placement or referral agency, if any; the person responsible for facility admissions (22 CCR 85068.2(d)-85068.2(d)(4)).

**Modification to the Needs and Services Plan**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The written Needs and Services Plan specified in Section 85068.2 shall be updated as frequently as necessary to ensure its accuracy, and to document significant occurrences that result in changes in the client's physical, mental and/or social functioning (22 CCR 85068.3(a)).

**Modification to the Needs and Services Plan** *continued...*

Met	Not Met	Regulation
		<i>If modifications to the plan identify an individual client service need which is not being met by the general program of facility services, the following requirements shall be met (22 CCR 85068.3(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Consultation shall be secured from a dietitian, physician, social worker, psychologist, or other consultant as necessary to assist in determining if such needs can be met by the facility within the facility's program of services (22 CCR 85068.3(b)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	If it is determined that the client's needs can be met, the licensee in conjunction with the consultant shall develop and maintain in the facility a written Needs and Services Plan that must include the following: objectives, within a time frame, that relate to the client's problems and/or needs; plans for meeting the objectives; identification of any individuals or agencies responsible for implementing and evaluating each part of the plan; method of evaluating progress (22 CCR 85068.3(b)(2)-85068.3(b)(2)(D)).
<input type="checkbox"/>	<input type="checkbox"/>	If it is determined that the client's needs cannot be met, the licensee shall inform the client and/or his/her authorized representative, if any, or responsible person, if there is no authorized representative, of this fact and shall request that the client relocate. If the client refuses to relocate, the licensee may evict the client in accordance with Section 80068.5. (22 CCR 85068.3(b)(3)-85068.3(b)(3)(A)).

**Indoor Activity Space**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	As a condition of licensure, there shall be common rooms, including a living room, dining room, den or other recreation/activity room, which provide the necessary space and/or separation to promote and facilitate the program of planned activities specified in Section 85079, and to prevent such activities from interfering with other functions (22 CCR 85087.3(a)).
<input type="checkbox"/>	<input type="checkbox"/>	At least one such room shall be available to clients for relaxation and visitation with friends and/or relatives (22 CCR 85087.3(a)(1)).

**Activities**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure that planned recreational activities, which include the following, are provided for the clients: activities that require group interaction; physical activities including but not limited to games, sports and exercise (22 CCR 85079(a)-85079(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Each client who is capable shall be given the opportunity to participate in the planning, preparation, conduct, clean-up and critique of the activities (22 CCR 85079(b)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure that clients are given the opportunity to attend and participate in community activities including but not limited to the following: worship services and activities of the client's choice; community service activities; community events, including but not limited to concerts, tours, dances, plays, and celebrations of special events; self-help organizations; senior citizen groups . . . (22 CCR 85079(c)-85079(c)(5)).



**Activities continued...**

<b>Met</b>	<b>Not Met</b>	<b>Regulation</b>
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of seven or more clients, notices of planned activities shall be posted in a central facility location readily accessible to clients, relatives, and representatives of placement and referral agencies (22 CCR 85079(d)). Copies of such notices shall be retained in facility files for at least six months (22 CCR 85079(d)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 50 or more clients, a current, written program of activities shall be planned in advance and made available to all clients (22 CCR 85079(e)).
<input type="checkbox"/>	<input type="checkbox"/>	Activities shall be encouraged through provision of the space, equipment and supplies specified in Sections 85087.2, 85087.3 and 85088(g) (22 CCR 85079(f)).
<input type="checkbox"/>	<input type="checkbox"/>	Such supplies shall include daily newspapers, current magazines and a variety of reading materials (22 CCR 85088(g)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Special Equipment and supplies necessary to accommodate physically handicapped persons or other persons with special needs shall be provided to meet the needs of the handicapped clients (22 CCR 85088(g)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	When not in use, recreational equipment and supplies shall be stored where they do not create a hazard to clients (22 CCR 85088(g)(3)).

**Fixtures, Furniture, Equipment and Supplies**

<b>Met</b>	<b>Not Met</b>	<b>Regulation</b>
<input type="checkbox"/>	<input type="checkbox"/>	A comfortable temperature for clients shall be maintained at all areas (22 CCR 80088(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall maintain the temperature in rooms that clients occupy between a minimum of 68 degrees F (20 degrees C) and a maximum of 85 degrees F (30 degrees C). In areas of extreme heat the maximum shall be 30 degrees F (16.6 degrees C) less than the outside temperature. Nothing in this section shall prohibit clients from adjusting individual thermostatic controls. (22 CCR 80088(a)-80088(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	All window screens shall be in good repair and be free of insects, dirt and other debris (22 CCR 80088(b)).
<input type="checkbox"/>	<input type="checkbox"/>	Fireplaces and open-faced heaters shall be inaccessible to clients to ensure protection of the clients' safety (22 CCR 80088(c)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall provide lamps or lights as necessary in all rooms and other areas to ensure the comfort and safety of all persons in the facility (22 CCR 80088(d)).
<input type="checkbox"/>	<input type="checkbox"/>	Faucets used by clients for personal care such as shaving and grooming shall deliver hot water. Hot water temperature controls shall be maintained to automatically regulate temperature of hot water delivered to plumbing fixtures used by clients to attain a hot water temperature of not less than 105 degrees F (40.5 degrees C) and not more than 120 degrees F (48.8 degrees C). (22 CCR 80088(e)-80088(e)(1)).

**Fixtures, Furniture, Equipment and Supplies** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Solid waste shall be stored, located and disposed of in a manner that will not transmit communicable diseases or odors, create a nuisance, or provide a breeding place or food source for insects or rodents. All containers, including movable bins, used for storage of solid wastes shall have tight-fitting covers kept on the containers; shall be in good repair, shall be leak-proof and rodent-proof. (22 CCR 80088(f)-80088(f)(1)).
		<i>Toilet, washbasin, bath and shower fixtures shall at a minimum meet the following requirements (22 CCR 85088(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	At least one toilet and washbasin shall be maintained for each six persons residing in the facility, including clients, family and personnel (22 CCR 85088(b)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	At least one bathtub or shower shall be maintained for each ten persons residing in the facility, including clients, family and personnel (22 CCR 85088(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Toilets and bathrooms shall be located near client bedrooms (22 CCR 85088(b)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	Individual privacy shall be provided in all toilet, bath and shower areas (22 CCR 85088(b)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure provision to each client of the following furniture, equipment and supplies necessary for personal care and maintenance of personal hygiene (22 CCR 85088(c)).
<input type="checkbox"/>	<input type="checkbox"/>	An individual bed, except that couples shall be allowed to share one double or larger sized bed, maintained in good repair, and equipped with good bed springs, a clean mattress and pillow(s) (22 CCR 85088(c)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Fillings and covers for mattresses and pillows shall be flame retardant (22 CCR 85088(c)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Bedroom furniture including, in addition to (c)(1) above, for each client, a chair, a night stand, and a lamp or lights necessary for reading. Two clients sharing a bedroom shall be permitted to share one night stand. (22 CCR 85088(c)(2)-85088(c)(2)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Portable or permanent closets and drawer space in each bedroom to accommodate the client's clothing and personal belongings. A minimum of two drawers or eight cubic feet (.2264 cubic meters) of drawer space, whichever is greater, shall be provided for each client. (22 CCR 85088(c)(3)-85088(c)(3)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Clean linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets; pillow cases; mattress pads; rubber or plastic sheeting, when necessary; and bath towels, hand towels and wash cloths (22 CCR 85088(c)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	The quantity of linen provided shall permit changing the linen at least once each week or more often when necessary to ensure that clean linen is in use by clients at all times. The use of common towels and washcloths shall be prohibited. (22 CCR 85088(c)(4)(A)-85088(c)(4)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	Feminine napkins, non-medicated soap, toilet paper, toothbrush, toothpaste, and comb (22 CCR 85088(c)(5)).



**Fixtures, Furniture, Equipment and Supplies** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	If the facility operates its own laundry, necessary supplies shall be available and equipment shall be maintained in good repair (22 CCR 85088(d)).
<input type="checkbox"/>	<input type="checkbox"/>	Clients who are able, and who so desire, shall be allowed to use at least one washing machine and iron for their personal laundry, provided that the equipment is of a type and in a location which can be safely used by the clients. If that washing machine is coin operated, clients on SSI/SSP shall be provided with coins or tokens and laundry supplies. (22 CCR 85088(d)(1)-85088(d)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting, which shall include at a minimum working flashlights or other battery-powered lighting, shall be maintained and readily available in areas accessible to clients and staff. An open-flame type of light shall not be used. (22 CCR 85088(e)-85088(e)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Night lights shall be maintained in hallways and passages to non-private bathrooms (22 CCR 85088(e)(2)).

**Buildings and Grounds**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The facility shall be clean, safe, sanitary and in good repair at all times for the safety and well-being of clients, employees and visitors (22 CCR 80087(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall take measures to keep the facility free of flies and other insects (22 CCR 80087(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	All outdoor and indoor passageways, stairways, inclines, ramps, open porches and other areas of potential hazard shall be kept free of obstruction (22 CCR 80087(c)).
<input type="checkbox"/>	<input type="checkbox"/>	General permanent or portable storage space shall be available for the storage of facility equipment and supplies (22 CCR 80087(d)).
<input type="checkbox"/>	<input type="checkbox"/>	Disinfectants, cleaning solutions, poisons, firearms and other items that could pose a danger if readily available to clients shall be stored where inaccessible to clients (22 CCR 80087(g)).
<input type="checkbox"/>	<input type="checkbox"/>	Storage areas for poisons, and firearms and other dangerous weapons shall be locked. In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin. Firing pins shall be stored and locked separately from firearms. Ammunition shall be stored and locked separately from firearms. (22 CCR 80087(g)(1)-80087(g)(3)).
		<i>In addition to Section 80087, bedrooms must meet, at a minimum, the following requirements (22 CCR 85087(a)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Not more than two clients shall sleep in a bedroom (22 CCR 85087(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Bedrooms must be large enough to allow for easy passage and comfortable use of any required client-assistive devices, including but not limited to wheelchairs, walkers, or oxygen equipment, between beds and other items of furniture specified in Section 85088(c) (22 CCR 85087(a)(2)).

**Buildings and Grounds** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	No room commonly used for other purposes shall be used as a bedroom for any person. Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas, and sheds, or similar detached buildings. (22 CCR 85087(a)(3)-85087(a)(3)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	No client bedroom shall be used as a public or general passageway to another room, bath or toilet (22 CCR 85087(a)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	Stairways, inclines, ramps, open porches, and areas of potential hazard to clients whose balance or eyesight is poor shall not be used by clients unless such areas are well lighted and equipped with sturdy hand railings (22 CCR 85087(b)).
		<i>Facilities shall meet the following requirements in laundry areas (22 CCR 85087(c)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Space and equipment for washing, ironing and mending of personal clothing (22 CCR 85087(c)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Space used for soiled linen and clothing shall be separated from the clean linen and clothing storage and handling area (22 CCR 85087(c)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 16 or more clients, space used to do the laundry shall not be part of an area used for storage of any item other than items necessary for laundry activities (22 CCR 85087(c)(3)).
		<i>Facilities with a licensed capacity of 16 or more clients shall meet the following requirements (22 CCR 85087(d)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	There shall be space available in the facility to serve as an office for business, administration and admission activities (22 CCR 85087(d)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	There shall be a private office in which the administrator may conduct private interviews (22 CCR 85087(d)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	There shall be a reception area and a restroom facility designated for use by visitors (22 CCR 85087(d)(3)).

**Food Service**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	All food shall be safe and of the quality and in the quantity necessary to meet the needs of the clients. Each meal shall meet at least 1/3 of the servings recommended in the USDA Basic Food Group Plan-Daily Food Guide for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner. (22 CCR 80076(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Where all food is provided by the facility, arrangements shall be made so that each client has available at least three meals per day. Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day. (22 CCR 80076(a)(2)-80076(a)(2)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Between meal nourishment or snacks shall be available for all clients unless limited by dietary restrictions prescribed by a physician (22 CCR 80076(a)(4)).

**Food Service** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the clients or their authorized representatives and the licensing agency upon request. (22 CCR 80076(a)(5)).
<input type="checkbox"/>	<input type="checkbox"/>	Meals served on the premises shall be served in one or more dining rooms or similar areas in which the furniture, fixtures and equipment necessary for meal service are provided. Such dining areas shall be located near the kitchen so that food may be served quickly and easily. (22 CCR 85076(c)(1)-85076(c)(1)(A)).
		<i>The licensee shall meet the following food supply and storage requirements (22 CCR 85076(d)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Supplies of staple nonperishable foods for a minimum of one week and fresh perishable foods for a minimum of two days shall be maintained on the premises (22 CCR 85076(d)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Freezers shall be large enough to accommodate required perishables and shall be maintained at a temperature of zero degrees F (-17.7 degrees C) (22 CCR 85076(d)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Refrigerators shall be large enough to accommodate required perishables and shall maintain a maximum temperature of 45 degrees F (7.2 degrees C) (22 CCR 85076(d)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	Freezers and refrigerators shall be kept clean, and food storage shall permit the air circulation necessary to maintain the temperatures specified in (2) and (3) above (22 CCR 85076(d)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	Clients shall be encouraged to have meals with other clients (22 CCR 85076(e)).
<input type="checkbox"/>	<input type="checkbox"/>	Clients who do not elect to have all meals provided by the facility as specified in Section 80076(a)(3), but whose conditions subsequently change so that self-purchase of foods and self-preparation of meals is no longer a viable alternative, shall receive full meal service (22 CCR 85076(f)).
<input type="checkbox"/>	<input type="checkbox"/>	Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored. Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies. (22 CCR 80076(a)(15)-80076(a)(16)).
<input type="checkbox"/>	<input type="checkbox"/>	All food shall be protected against contamination. Contaminated food shall be discarded immediately. (22 CCR 80076(a)(18)).
<input type="checkbox"/>	<input type="checkbox"/>	Employment, training and scheduling of food service personnel shall ensure that client's food service needs are met by the facility (22 CCR 85065(e)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 16 or more clients an employee shall be designated to have primary responsibility for food planning, preparation and service. The designated employee shall receive on-the-job training or shall have related experience as evidenced by safe and effective job performance. (22 CCR 85065(e)(2)-85065(e)(2)(A)).

**Food Service** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 50 or more clients, and which provide three meals per day, an employee shall be designated to have full-time responsibility for the operation of the food service program and shall possess either: one year of experience in food preparation and service accommodating 50 or more persons; (or) two years of experience in food preparation and service accommodating 16 to 49 persons (22 CCR 85065(e)(3)-85065(e)(3)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	If the employee designated in a facility for 50 or more clients is not a nutritionist, dietitian, or a home economist, provision shall be made for regular consultation from a person so qualified (22 CCR 85065(e)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	A written record of the frequency, nature and duration of the consultant's visits shall be secured from the consultant and maintained in the facility (22 CCR 85065(e)(4)(B)).

**Signal System**

Met	Not Met	Regulation
		<i>In all facilities with a licensed capacity of 16 or more clients, and all facilities having separate floors or separate buildings without full-time staff, there shall be a signal system which has the ability to meet the following requirements (CCR 85088(f)(1)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Operation from each client's living unit (CCR 85088(f)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Transmission of a visual and/or auditory signal to a central location, or production of an auditory signal at the client's living unit which is loud enough to summon staff (CCR 85088(f)(1)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	Identification of the specific client's living unit from which the signal originates (CCR 85088(f)(1)(C)).
<input type="checkbox"/>	<input type="checkbox"/>	Facilities having more than one wing, floor or building shall be allowed to have a separate signal system in each component provided that each such system meets the criteria specified in (1)(A) through (C) above (CCR 85088(f)(2)).

**Personnel Requirements**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall employ staff as necessary to ensure provision of care and supervision to meet client needs (22 CCR 85065(b)).
<input type="checkbox"/>	<input type="checkbox"/>	Facility personnel shall be competent to provide the services necessary to meet individual client needs and shall, at all times, be employed in numbers necessary to meet such needs (22 CCR 80065(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall employ support staff as necessary to perform office work, cooking, house cleaning, laundering, and maintenance of buildings, equipment and grounds (22 CCR 85065(c)).

**Personnel Requirements** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 16 to 49 clients, one employee shall be designated by the administrator to have primary responsibility for the organization, conduct and evaluation of planned activities (22 CCR 85065(d)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	The designated employee shall possess at least six months of experience in organizing and providing planned group activities (22 CCR 85065(d)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities with a licensed capacity of 50 or more clients, one employee shall have full-time responsibility for the organization, conduct and evaluation of planned activities, and shall be given assistance as necessary in order to ensure that all clients participate in accordance with their interests and abilities (22 CCR 85065(d)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	The designated employee shall possess at least one year of experience in organizing and providing planned group activities, and shall be knowledgeable in the evaluation of client needs, the supervision of other employees, and the training of volunteers (22 CCR 85065(d)(2)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure that all direct services to clients requiring specialized skills are performed by personnel who are licensed or certified to perform the service (22 CCR 85065(f)).

**Night Supervision**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Employees providing night supervision from 10:00 p.m. to 7:00 a.m., as specified in (c) through (f) below, shall be available to assist in the care and supervision of clients in the event of an emergency, and shall have received training in the following: the facility's planned emergency procedures; first aid, as specified in Section 80075 (22 CCR 85065.6(b)-85065.6(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities providing care and supervision for 15 or fewer clients, there shall be at least one person on call on the premises (22 CCR 85065.6(c)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities providing care and supervision for 16 to 100 clients, there shall be at least one person on duty, on the premises and awake. Another person shall be on call and capable of responding within 30 minutes (22 CCR 85065.6(d)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities providing care and supervision for 101 to 200 clients, at least one person shall be on call, on the premises; another qualified person shall be on duty, on the premises and awake; and another person shall be on call and capable of responding within 30 minutes (22 CCR 85065.6(e)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities providing care to seven or more clients who rely upon others to perform all activities of daily living, there shall be at least one person on duty, on the premises and awake. For every additional 14 such clients, there shall be one additional person on duty, on the premises and awake. (22 CCR 85065.6(f)-85065.6(f)(1)).

**Night Supervision** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	In facilities providing care to Regional Center clients who rely upon others to perform all activities of daily living, night supervision shall be maintained as required by the Regional Center, but no less than the staff-client ratio specified in Sections 85065.6(f) and (f)(1) (22 CCR 85065.6(g)).
<input type="checkbox"/>	<input type="checkbox"/>	For every additional 100 clients, or fraction thereof, for whom care and supervision is being provided, there shall be one additional person on duty, on the premises and awake (22 CCR 85065.6(h)).
<input type="checkbox"/>	<input type="checkbox"/>	In facilities required to have a signal system, as specified in Section 85088, at least one staff person shall be responsible for responding to the signal system (22 CCR 85065.6(i)).

**Transportation**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Only drivers licensed for the type of vehicle operated shall be permitted to transport clients (22 CCR 80074(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The manufacturer's rated seating capacity of the vehicles shall not be exceeded (22 CCR 80074(b)).
<input type="checkbox"/>	<input type="checkbox"/>	Motor vehicles used to transport clients shall be maintained in a safe operating condition (22 CCR 80074(c)).

**Outdoor Activity Space**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor activity areas shall be provided which are easily accessible to clients and protected from traffic (22 CCR 85087.2(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The outdoor activity area shall provide a shaded area, and shall be comfortable, and furnished for outdoor use (22 CCR 85087.2(b)).

**Pools**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	All licensees serving children or serving clients who have physical handicaps, mental disorders, or developmental disabilities shall ensure the inaccessibility of pools, including swimming pools (in-ground and above-ground), fixed-in-place wading pools, hot tubs, spas, fish ponds or similar bodies of water through a pool cover or by surrounding the pool with a fence (22 CCR 80087(e)).



**Pools continued...**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Fences shall be at least five-feet high and shall be constructed so that the fence does not obscure the pool from view. The bottom and sides of the fence shall comply with Division 1, Appendix Chapter 4 of the 1994 Uniform Building Code. In addition to meeting all of the aforementioned requirements for fences, gates shall swing away from the pool, self-close and have a self-latching device located no more than six inches from the top of the gate. Pool covers shall be strong enough to completely support the weight of an adult and shall be placed on the pool and locked while the pool is not in use. (22 CCR 80087(e)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Where an above-ground pool structure is used as the fence or where the fence is mounted on top of the pool structure, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking. If a barricade is used, the barricade shall meet the requirements of Section 80087(e)(1) (22 CCR 80087(e)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	All in-ground pools, and above-ground pools which cannot be emptied after each use shall have an operative pump and filtering system (22 CCR 80087(f)).

**Cash Handling/Personal Property**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Cash resources, personal property, and valuables of clients shall be separate and intact, and shall not be commingled with facility funds or petty cash (22 CCR 80026(e)).
<input type="checkbox"/>	<input type="checkbox"/>	All licensees, other than governmental entities, who are entrusted to care for and control clients' cash resources shall file or have on file with the licensing agency, a bond issued by a surety company to the State of California as principal (22 CCR 80025(b)).
		<i>Each licensee shall maintain accurate records of accounts of cash resources, personal property, and valuables entrusted to his/her care, including, but not limited to the following (22 CCR 80026(h)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Records of clients' cash resources maintained as a drawing account, which shall include a current ledger accounting, with columns for income, disbursements and balance, for each client. Supporting receipts for purchases shall be filed in chronological order. (22 CCR 80026(h)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Receipts for cash provided to any client from his/her account(s) shall include the client's full signature or mark, or authorized representative's full signature or mark, and a statement acknowledging receipt of the amount and date received, as follows: “(full signature of client) accepts (dollar amount) (amount written cursive), this date (date), from (payor)” (22 CCR 80026(h)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	The store receipt shall constitute the receipt for purchases made for the client from his/her account (22 CCR 80026(h)(1)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	The original receipt for cash resources, personal property or valuables entrusted to the licensee shall be provided to the client's authorized representative, if any, otherwise to the client (22 CCR 80026(h)(1)(C)).

**Cash Handling/Personal Property** *continued...*

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Cash resources entrusted to the licensee and kept on the facility premises, shall be kept in a locked and secure location (22 CCR 80026(j)).
<input type="checkbox"/>	<input type="checkbox"/>	Upon discharge of a client, all cash resources, personal property, and valuables of that client which have been entrusted to the licensee shall be surrendered to the client, or his/her authorized representative, if any (22 CCR 80026(k)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall obtain and retain a receipt signed by the client or his/her authorized representative (22 CCR 80026(k)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall maintain a record of all monetary gifts and of any other gift exceeding an estimated value of \$100, provided by or on behalf of a client to the licensee, administrator or staff (22 CCR 80026(n)).
<input type="checkbox"/>	<input type="checkbox"/>	The record shall be attached to the account(s) specified in (h) above if the client's cash resources, personal property or valuables have been entrusted to the licensee (22 CCR 80026(n)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Monetary gifts or valuables given by the friends or relatives of a deceased client shall not be subject to the requirement specified in (n) and (n)(1) above (22 CCR 80026(n)(2)).

**Register of Residents**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall maintain in the facility a register of all clients (22 CCR 80071(a)(1)).
		<i>The register shall be immediately available to, and copied for, licensing staff upon request, and must contain current information on the following (22 CCR 80071(a)(1)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Client's name and ambulatory status as specified in Section 80070(b)(1) and (8) (22 CCR 80071(a)(1)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Name, address and telephone number of client's attending physician (22 CCR 80071(a)(1)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	Authorized representative information as specified in Section 80070(b)(5) (22 CCR 80071(a)(1)(C)).
<input type="checkbox"/>	<input type="checkbox"/>	Client's restricted health condition(s) specified in Section 80092(b). The licensee may keep a separate client register with this information. (22 CCR 80071(a)(1)(D)-80071(a)(1)(D)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall keep the register in a central location at the facility (22 CCR 80071(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Registers are confidential, as specified in Section 80070(c) (22 CCR 80071(a)(2)(A)).

**Administrator**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall notify the Department, in writing, within thirty (30) days of a change of administrator. The notification shall include the following: name, and residence and mailing addresses of the new administrator; date he/she assumed his/her position; Description of his/her background and qualifications, including documentation of required education and administrator certification. (22 CCR 85061(b)-85061(b)(3)).

**Administrator continued...**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	All adult residential facilities shall have a qualified and currently certified administrator (22 CCR 85064(b)).
<input type="checkbox"/>	<input type="checkbox"/>	The administrator shall be on the premises the number of hours necessary to manage and administer the facility in compliance with applicable law and regulation (22 CCR 85064(e)).
<input type="checkbox"/>	<input type="checkbox"/>	When the administrator is absent from the facility there shall be coverage by a designated substitute, who meets the qualifications of Section 80065, who shall be capable, of, and responsible and accountable for, management and administration of the facility in compliance with applicable law and regulation (22 CCR 85064(f)).
<input type="checkbox"/>	<input type="checkbox"/>	The administrator shall perform the following duties: where applicable, advise the licensee on the operation of the facility and advise the licensee on developments in the field of care and supervision; development of an administrative plan and procedures to define lines of responsibility, workloads, and staff supervision; recruitment, employment and training of qualified staff, and termination of staff; provision of, or insurance of the provision of, services to the clients, required by applicable law and regulation, including those services identified in the client's individual needs and services plans (22 CCR 85064(j)-85064(j)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall maintain documentation that the administrator has met the certification requirements specified in Section 85064.2 (22 CCR 85066(c)).

**Resident Records**

Met	Not Met	Law & Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure that a separate, complete, and current record is maintained in the facility for each client (22 CCR 80070(a)).
		<i>Each record must contain information including, but not limited to, the following (22 CCR 80070(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Name of client (22 CCR 80070(b)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Birthdate (22 CCR 80070(b)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Sex (22 CCR 80070(b)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	Date of Admission (22 CCR 80070(b)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses, and telephone numbers of the authorized representative (22 CCR 80070(b)(5)).
<input type="checkbox"/>	<input type="checkbox"/>	A signed copy of the admission agreement specified in Section 80068 (22 CCR 80070(b)(6)).
<input type="checkbox"/>	<input type="checkbox"/>	Name, address and telephone number of physician and dentist, and other medical and mental health providers, if any (22 CCR 80070(b)(7)).
<input type="checkbox"/>	<input type="checkbox"/>	Medical assessment, including ambulatory status, as specified in Section 80069 (22 CCR 80070(b)(8)).

**Resident Records** *continued...*

Met	Not Met	Law & Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Record of any illness or injury requiring treatment by a physician or dentist and for which the facility provided assistance to the client in meeting his/her necessary medical and dental needs (22 CCR 80070(b)(9)).
<input type="checkbox"/>	<input type="checkbox"/>	Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding control and custody of medications (22 CCR 80070(b)(10)).
<input type="checkbox"/>	<input type="checkbox"/>	Restricted Health Condition Care Plan, if required for the client by Section 80092.2 (22 CCR 80070(b)(11)).
<input type="checkbox"/>	<input type="checkbox"/>	Functional assessment as specified in Section 80069.2 (22 CCR 80070(b)(12)).
<input type="checkbox"/>	<input type="checkbox"/>	Date of termination of services (22 CCR 80070(b)(13)).
<input type="checkbox"/>	<input type="checkbox"/>	An account of the client's cash resources, personal property, and valuables entrusted as specified in Section 80026 (22 CCR 80070(b)(14)).
<input type="checkbox"/>	<input type="checkbox"/>	All information and records obtained from or regarding clients shall be confidential. The licensee shall be responsible for safeguarding the confidentiality of record contents (22 CCR 80070(c)-80070(c)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	All client records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours (22 CCR 80070(d)).
<input type="checkbox"/>	<input type="checkbox"/>	A client's records shall be open to inspection by the client's authorized representative(s), if any (22 CCR 80070(e)).
<input type="checkbox"/>	<input type="checkbox"/>	Original client records or photographic reproductions shall be retained for at least three years following termination of service to the client (22 CCR 80070(g)).
<input type="checkbox"/>	<input type="checkbox"/>	Every community care facility that provides adult residential care or offers an adult day program shall, for the purpose of addressing issues that arise when an adult resident or an adult day program participant is missing from the facility, develop and comply with an absentee notification plan for each resident or participant. The plan shall be part of the written Needs and Services Plan. The plan shall include and be limited to the following: a requirement that an administrator of the facility, or his or her designee, inform the resident's or participant's authorized representative when that resident or participant is missing from the facility and the circumstances in which an administrator of the facility, or his or her designee, shall notify local law enforcement when a resident or participant is missing from the facility. (HSC 1507.15).

**Staff Records**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Prior to employment or initial presence in the facility, all employees and volunteers subject to a criminal record review shall: obtain a California clearance or a criminal record exemption as required by law or Department regulations; (or) request a transfer of a criminal record clearance as specified in Section 80019(f); (or) request and be approved for a transfer of a criminal record exemption, as specified in Section 80019.1(r), unless, upon request for the transfer, the Department permits the individual to be employed, reside or be present at the facility (22 CCR 80065(i)-80065(i)(3)).

**Staff Records** *continued...*

Met	Not Met	Regulation
		<i>The licensee shall ensure that personnel records are maintained on the licensee, administrator and each employee. Each personnel record shall contain the following information (22 CCR 80066(a)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Employee's full name (22 CCR 80066(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Driver's license number if the employee is to transport clients (22 CCR 80066(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Date of employment (22 CCR 80066(a)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	A statement signed by the employee that he/she is at least 18 years of age (22 CCR 80066(a)(4)).
<input type="checkbox"/>	<input type="checkbox"/>	Home address and phone number (22 CCR 80066(a)(5)).
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of the educational background, training and/or experience specified in licensing regulations for the type of facility in which the employee works (22 CCR 80066(a)(6)).
<input type="checkbox"/>	<input type="checkbox"/>	Past experience, including types of employment and former employers (22 CCR 80066(a)(7)).
<input type="checkbox"/>	<input type="checkbox"/>	Duties of the employee (22 CCR 80066(a)(8)).
<input type="checkbox"/>	<input type="checkbox"/>	Termination date if no longer employed by the facility (22 CCR 80066(a)(9)).
<input type="checkbox"/>	<input type="checkbox"/>	A health screening as specified in Section 80065(g) (22 CCR 80066(a)(10)).
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis test documents as specified in Section 80065(g) (22 CCR 80066(a)(11)).
<input type="checkbox"/>	<input type="checkbox"/>	For employees that are required to be fingerprinted pursuant to Section 80019: a signed statement regarding their criminal record history as required by Section 80019(d) (22 CCR 80066(a)(12)-80066(a)(12)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of either a criminal record clearance or exemption as required by Section 80019(e) (22 CCR 80066(a)(12)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	All personnel records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours (22 CCR 80066(c)).
<input type="checkbox"/>	<input type="checkbox"/>	All personnel records shall be retained for at least three years following termination of employment (22 CCR 80066(d)).

**Training**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	All personnel shall be given on-the-job training or shall have related experience which provides knowledge of and skill in the following areas, as appropriate to the job assigned and as evidenced by safe and effective job performance: principles of nutrition, food preparation and storage and menu planning; housekeeping and sanitation principles; provision of client care and supervision, including communication; assistance with prescribed medications which are self-administered; recognition of early signs of illness and the need for professional assistance; availability of community services and resources; for adult CCFs, Universal Precautions as defined in Section 80001(u)(1) (22 CCR 80065(f)-80065(f)(7)).

### Emergency Disaster Plan

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Each licensee shall have and maintain on file a current, written disaster and mass casualty plan of action (22 CCR 80023(a)).
		<i>The plan shall be subject to review by the licensing agency and shall include (22 CCR 80023(b)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	Designation of administrative authority and staff assignments (22 CCR 80023(b)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Contingency plans for action during fires, floods, and earthquakes, including but not limited to the following (22 CCR 80023(b)(2)):
<input type="checkbox"/>	<input type="checkbox"/>	Means of exiting (22 CCR 80023(b)(2)(A)).
<input type="checkbox"/>	<input type="checkbox"/>	Transportation arrangements (22 CCR 80023(b)(2)(B)).
<input type="checkbox"/>	<input type="checkbox"/>	Relocation sites which are equipped to provide safe temporary accommodation for clients (22 CCR 80023(b)(2)(C)).
<input type="checkbox"/>	<input type="checkbox"/>	Arrangements for supervision of clients during evacuation or relocation, and for contact after relocation to ensure that relocation has been completed as planned (22 CCR 80023(b)(2)(D)).
<input type="checkbox"/>	<input type="checkbox"/>	Means of contacting local agencies, including but not limited to the fire department, law enforcement agencies, and civil defense and other disaster authorities (22 CCR 80023(b)(2)(E)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall instruct all clients, age and abilities permitting, all staff, and/or members of the household in their duties and responsibilities under the plan (22 CCR 80023(c)).
<input type="checkbox"/>	<input type="checkbox"/>	Disaster drills shall be conducted at least every six months (22 CCR 80023(d)).
<input type="checkbox"/>	<input type="checkbox"/>	The drills shall be documented and the documentation maintained in the facility for at least one year (22 CCR 80023(d)(2)).

### Emergency Intervention

No Issues or Concerns	Issues or Concerns Found	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The applicant or licensee shall be responsible to ensure an Emergency Intervention Plan is developed and approved by the Department prior to the use of manual restraint or seclusion, if staff use or it is reasonably foreseeable that staff will use these techniques (22 CCR 85322(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The Emergency Intervention Plan shall specify the less restrictive or non-physical de-escalation methods that may be used to identify and prevent behaviors that lead to the use of manual restraint or seclusion (22 CCR 85322(b)).



**Emergency Intervention** *continued...*

No Issues or Concerns	Issues or Concerns Found	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	The applicant or licensee shall be responsible to ensure an Emergency Intervention Plan is developed and approved by the Department prior to the use of manual restraint or seclusion, if staff use or it is reasonably foreseeable that staff will use these techniques (22 CCR 85322(a)).
<input type="checkbox"/>	<input type="checkbox"/>	The Emergency Intervention Plan shall specify the less restrictive or non-physical de-escalation methods that may be used to identify and prevent behaviors that lead to the use of manual restraint or seclusion (22 CCR 85322(b)).
<input type="checkbox"/>	<input type="checkbox"/>	The Emergency Intervention Plan shall also specify the techniques that a licensee may use in an emergency when the use of manual restraint or seclusion is necessary to prevent serious physical harm to an individual and no less restrictive or non-physical technique is effective (22 CCR 85322(c)).
<input type="checkbox"/>	<input type="checkbox"/>	The facility's plan regarding the use of emergency interventions shall be reviewed with and approved by the client and his/her authorized representative, if any, prior to its implementation (22 CCR 85368(a)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall provide a copy of the Emergency Intervention Plan to the client and the authorized representative, if any, at admission (22 CCR 85368(a)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	If the licensee will use or it is reasonably expected the licensee will use manual restraint or seclusion with a client when that client is an imminent danger to self or others, the licensee shall develop an individual emergency intervention plan for that client (22 CCR 85368.2(a)).
		<i>Adult Residential Facility staff may use manual restraint or seclusion with a client only if (22 CCR 85300(c)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	The force used does not exceed that which is necessary to avert the injury or danger being threatened (22 CCR 85300(c)(1));
<input type="checkbox"/>	<input type="checkbox"/>	The risk of injury caused by the force applied does not exceed the risk of injury being averted (22 CCR 85300(c)(2));
<input type="checkbox"/>	<input type="checkbox"/>	The manual restraint or seclusion is used when a client's behavior presents an imminent danger of serious injury to self or others (22 CCR 85300(c)(3));
<input type="checkbox"/>	<input type="checkbox"/>	The duration of a manual restraint or seclusion ceases as soon as the risk of imminent danger of serious injury to self or others from the client's behavior has ceased (22 CCR 85300(c)(4)); and
<input type="checkbox"/>	<input type="checkbox"/>	The manual restraint or seclusion is not otherwise prohibited by statute or regulation (22 CCR 85300(c)(5)).
<input type="checkbox"/>	<input type="checkbox"/>	The licensee shall ensure staff who use, participate in, approve, or provide visual checks of manual restraint or seclusion only use techniques specified in the Emergency Intervention Plan and which are not prohibited in Section 85302 (22 CCR 85365(a)).

**Emergency Intervention** *continued...*

No Issues or Concerns	Issues or Concerns Found	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Staff who use, participate in, approve or provide visual checks of manual restraint or seclusion, shall have a minimum of sixteen hours of emergency intervention training and be certified for having successfully completed the training (22 CCR 85365(b)).

**Incident Reporting**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	Each licensee or applicant shall furnish to the licensing agency reports as required by the Department, including, but not limited to, those specified in this section (22 CCR 80061(a)).
<input type="checkbox"/>	<input type="checkbox"/>	Upon the occurrence, during the operation of the facility, of any of the events specified in (1) below, a report shall be made to the licensing agency within the agency's next working day during its normal business hours. In addition, a written report containing the information specified in (2) below shall be submitted to the licensing agency within seven days following the occurrence of such event (22 CCR 80061(b)).
<input type="checkbox"/>	<input type="checkbox"/>	Events reported shall include the following: death of any client from any cause; in a residential facility, death of any client as a result of injury, abuse, or other than natural causes, regardless of where the death occurred; in an adult CCF, the use of an Automated External Defibrillator; any injury to any client which requires medical treatment; any unusual incident or client absence which threatens the physical or emotional health or safety of any client; any suspected physical or psychological abuse of any client; epidemic outbreaks; poisonings; catastrophes; fires or explosions which occur in or on the premises (22 CCR 80061(b)(1)-80061(b)(1)(J)).
<input type="checkbox"/>	<input type="checkbox"/>	Information provided shall include the following: client's name, age, sex, and date of admission; date and nature of event; attending physician's name, findings, and treatment, if any; disposition of the case (22 CCR 80061(b)(2)-80061(b)(2)(D)).
		<i>The items below shall be reported to the licensing agency within 10 working days following the occurrence (22 CCR 80061(c)):</i>
<input type="checkbox"/>	<input type="checkbox"/>	The organizational changes specified in section 80034(a)(2) (22 CCR 80061(c)(1)).
<input type="checkbox"/>	<input type="checkbox"/>	Any change in the licensee's or applicant's mailing address (22 CCR 80061(c)(2)).
<input type="checkbox"/>	<input type="checkbox"/>	Any change of the chief executive officer of a corporation or association (22 CCR 80061(c)(3)).
<input type="checkbox"/>	<input type="checkbox"/>	Any changes in the plan of operation which affect the services to clients (22 CCR 80061(c)(4)).

**Facility Concerns – Licensee may list any statute or regulations sections for which compliance issues have been identified and/or deficiencies have been cited for the facility for the purposes of further review and training for the staff.**

Met	Not Met	Regulation
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
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